

STATEMENT OF POLICY

The content of this handbook is to be used as a guide. It is in no way an all-inclusive statement of Calvary Baptist Academy's rules, regulations and philosophy. The administration reserves the right to determine acceptable actions, behavior and conduct.

The Administration of Calvary Baptist Academy also reserves the right to make changes in rules, objectives, policies, fees and course offerings as circumstances may require.

ACADEMY HISTORY

Calvary Baptist Academy, a ministry of Calvary Baptist Church, was first established in 1991 as a "Home schooler's Umbrella" for the members of the church. Because of the conviction of educating our children from a Christian point of view, coupled with the hardship home schooling presented that first year to some of the participating families within the church, Calvary Baptist Academy was established as a traditional school beginning with the 1992 school year.

PURPOSE AND PHILOSOPHY

God, by His grace, has permitted the establishment of Calvary Baptist Academy. The purpose of the Academy is to educate young people of this and future generations in a Christian atmosphere with a Bible-based curriculum.

The school recognizes the Biblical teaching that children are a heritage of the Lord and are to be treated as His special treasures. The family is God's chosen institution for raising children. It is to serve as a living model of the relationship between Christ and the Church. Therefore, the school's goals are pursued in conjunction with the student's family and Calvary Baptist Church.

It is the ardent desire of those involved in this process to produce exemplary, Christian young people who are living testimonies of God's grace and are willing to serve Him in whatever capacity to which they may be called.

The School seeks to foster and maintain unity in the body of Christ by teaching the essentials of Biblical faith and doctrine that are held in common by the members of Calvary Baptist Church, and specifically the families in CBA. Therefore, we accept the significant responsibility of assisting parents in the education of their children. The basis of this

responsibility is teaching all truth as God's truth. Therefore, our key textbook is the Word of Truth, the Bible.

The academic program is designed to provide students with the best possible program of studies. Emphasis is placed on the mastery of the fundamentals necessary for satisfactorily achieving a quality education. Stress is placed not only on the acquisition of facts and concepts, but also on the development and exercise of the powers of reasoning. Biblical discipline is training in order to bring about a sound mind. Godly discipline will involve correction with an attitude of love. The teacher is the authority in the classroom and thereby administers discipline fairly, firmly and in love. It is our desire that this kind of discipline will encourage students to be self-disciplined.

We are dedicated to the personal conviction that the implementation of a sound biblical philosophy of education is the only means and hope for the effective training of soldiers of the Cross. We desire to produce Christian citizens who are loyal, patriotic and culturally engaging.

Attendance at this school is a privilege and not a right. Calvary Baptist Academy will not retain any student whose attitude, academic performance or actions are not in harmony with school policies. Calvary Baptist Academy expects full cooperation from both parents and students in its educational and disciplinary policies.

STATEMENT OF FAITH

It is important that every parent understands that Calvary Baptist Academy is a ministry of Calvary Baptist Church. The biblical beliefs our church holds will be clearly taught throughout the school.

We Believe:

1. The Holy Scriptures to be the inspired Word of God, authoritative, inerrant and God-breathed (II Tim. 3:16; II Peter 1:21; Matt. 5:18).
2. In one Triune God, existing in three persons, Father, Son and Holy Spirit, eternal in being, identical in nature, equal in power and glory and having the same attributes and perfection (Deut. 6:4; II Cor. 13:14).
3. That man was created in the image and likeness of God, but that in Adam's sin the race fell, inherited a sinful nature, and became sinful in condition (Gen. 1:26-27; Rom. 3:22-23; Rom. 5:12; Eph. 2:12).

4. That the Lord Jesus Christ, the eternal Son of God, became man without ceasing to be God having been conceived by the Holy Spirit and born of the virgin Mary, in order that He might reveal God and redeem sinful man; that He accomplished our redemption through His death on the cross as a substitutionary sacrifice; that our redemption is made sure to us by His literal, physical resurrection from the dead (John 1:1-2, 14; Luke 1:35; Rom. 3:24-25; Rom. 4:25; I Peter 1:3-5); that the Lord Jesus Christ is now in Heaven, exalted at the right hand of God, where He is the High Priest for His people, He fulfills the ministry of Representative, Intercessor and Advocate (Heb. 9:24; Heb. 7:25; Rom. 8:34; I John 2:1-2).
5. That the Holy Spirit is a person, who convicts the world of sin, indwells all believers in the present age, baptizes them into the body of Christ, seals them unto the day of redemption and that it is the duty of every believer to be filled with the Holy Spirit (Rom. 8:9; I Cor. 12:12-14; Eph. 1:13-14; Eph. 5:18). We do not believe "speaking in tongues," as practiced by the modern "charismatic movement," is scriptural (I Cor. 12-14).
6. That salvation is the gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ, whose precious blood was shed for the forgiveness of our sins (Eph. 2:8-10; John 1:12; Eph. 1:7).
7. That all believers are kept secure in their salvation forever (Rom. 8:1, 28-39; John 10:27-30; I Cor. 1:4-8).
8. That the Church, which is the body and bride of Christ, is a spiritual organism made up of all born-again persons of this age, irrespective of their affiliations with Christian organizations (Eph. 1:22-23; Eph. 5:25-27; I Cor. 12:12-14).
9. That a Bible believing Church is a congregation of baptized believers associated by a covenant of faith and fellowship of the gospel; observing the ordinances of Christ; governed by His laws; exercising the gifts, rights, and privileges invested in them by His Word. We hold that the local Church has the absolute right of self-government, free from the interference of any hierarchy of individuals or organizations; and that the one and only superintendent is the Holy Spirit.
10. In the personality of Satan who is the open and declared enemy of God and man (Job 1:6-7; Matt. 4:2-11; Isa. 14:12-17).

11. That the next great event in the fulfillment of prophecy will be the coming of the Lord Jesus in the air to receive to Himself the dead in Christ and believers who are alive at His coming, otherwise known as the Rapture and Translation of the Church (I Cor. 15:51-57; I Thess. 4:13-18; Titus 2:11-14).
12. That the Rapture of the Church will be followed by the fulfillment of Israel's seventieth week, the latter half of which is the time of Jacob's trouble, the Great Tribulation (Dan. 9:27; Jer. 30:7; Matt. 25:15-51; Rev. 6).
13. That the Great Tribulation will be climaxed by the return of the Lord Jesus Christ to earth to set up His kingdom (Zech. 14:4-11; Matt. 24:15-25, 46; II Thess. 1:7-10; Rev. 20:6).
14. That the souls of those who have trusted in the Lord Jesus Christ for salvation do at death immediately pass into His presence, and there remain in conscious bliss until the resurrection of the body at His coming, when soul and body reunited shall be associated with Him forever in glory; but the souls of unbelievers after death remain in conscious misery until the final judgment of the Great White Throne at the close of the Millennium, when soul and body reunited shall be cast into the Lake of Fire, not to be annihilated, but to be punished with everlasting destruction from the presence of the Lord and from the glory of His power (Luke 16:9-26; II Cor. 5:8; Phil. 1:23; II Thess. 1:7-9; Jude 6-7; Rev. 20:11-15).
15. That all believers should seek to walk in such a manner as not to bring reproach upon their Lord and Savior and that separation from worldly pleasures and practices is commanded of God (Rom. 12:1-2; 14:13; II Cor. 6:14-17); that it is the obligation of every believer to witness by life and by word to the truths of the Holy Scriptures and to seek to proclaim the Gospel to all the world (Act 1:8); and to remember the work of the Lord in prayer and to support it with their means as the Lord has prospered them (I Cor. 16:2).
16. That the Lord Jesus Christ instituted the ordinances of Baptism by immersion and the Lord's Supper to be observed until His return (Mt. 28:19-20; I Cor. 11:23-26).

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

Calvary Baptist Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational and admissions policies.

ADMISSIONS POLICY

Since teaching a student from a Biblical point of view will be impossible without the proper environment at home, we assert that a parent must be...

1. A member in "good standing" of a Bible believing New Testament church.
2. Actively involved in a ministry of a Bible believing New Testament church.
3. Faithful to the regular services of the church as well as special meetings of the church.
4. Actively creating a godly atmosphere at home by providing godly music, morally uplifting viewing material and putting great emphasis on good books; rejecting all worldly styles of music such as Rock and Roll, popular Country and Contemporary Christian Music; rejecting the immorality of "Hollywood" found in the vast majority of movies in theaters, videos and programs on television (II Cor. 5:17). A godly atmosphere is not nurtured by the deceptions of alcohol, and other mind altering drugs, or tobacco, either. God's wisdom would lead us in the opposite direction (Prov. 20:1; I Cor. 6:19, 20).
5. Willingly involved in the educational process of their child evidenced by:
 - a. Attending ALL Parent/Teacher meetings
 - b. Ensuring homework completion
 - c. Supporting decisions of the teacher and administration
 - d. Volunteering time to the school ministry when available and needed
 - e. Supporting any disciplinary actions of administration in reference to the child
 - f. Attending CBA functions such as Kindergarten and senior graduation ceremonies when not in conflict with another home church service schedule.

6. Completing a parent/child interview with the CBA admissions committee.
7. In full agreement with the doctrinal statement of CBC/CBA and willing to sign a statement of endorsement to that fact.

We also assert that for a child to be admitted to Calvary Baptist Academy they must:

1. Have a written personal testimony of salvation by the age of thirteen years old. Each secondary student will be asked to provide this at the beginning of each school year.
2. Be faithful to all of the regular services of the home church as well as youth activities, and special meetings of the church.
3. Exhibit acceptable social behavior.
4. Display a positive attitude toward CBA in the interview process and throughout the school year.
5. Be of reasonably good health and intelligence. Although the faculty is well-trained, we cannot adequately address the wide variety of special needs that many children face. Our limitations would be discussed during the interview process.
6. Be four years old by September 1st to enter K4, be five years old by September 1st to enter K5, and six years old by September 1st in order to enter first grade.
7. Speak the English language and be able to take care of personal needs.

WITHDRAWAL POLICY

Withdrawal from school before the end of the school year must be made in person through the school office. All tuition payments will continue until parents and students have completed the official withdrawal form and delivered it to the school office. Transcripts and other records cannot be released to another school until all bills are paid and a "Record Release" form endorsed by the parent or guardian is received. The student(s) should attend classes until the proper form is completed and submitted to the office. Any unexcused absences will result in zeros for that day.

IN THE EVENT OF A WITHDRAWAL, TRANSFER, OR EXCLUSION, THE PARENTS ARE RESPONSIBLE FOR FULL PAYMENT OF TUITION AND OTHER FEES. FULL PAYMENT OF TUITION AND OTHER FEES MUST BE MADE THROUGH THE END OF THE CALENDAR MONTH. THE SCHOOL RESERVES THE RIGHT TO WITHHOLD REPORT CARDS AND STUDENT RECORDS UNTIL TUITION AND OTHER FEES HAVE BEEN PAID IN FULL. BY SIGNING THE STATEMENT OF COOPERATION, YOU ARE AUTHORIZING THE SCHOOL TO WITHHOLD REPORT CARDS AND OTHER RECORDS UNTIL TUITION AND OTHER FEES HAVE BEEN PAID IN FULL.

ACADEMICS

The main emphasis of Calvary Baptist Academy is the mastery of academics from a Christian point of view. Calvary Baptist Academy is not accredited by the state of Alabama; however, it meets and/or exceeds the minimum standards required by the Alabama Department of Education. Through membership in both the Alabama Christian Education Association, and the American Association of Christian Schools, Calvary Baptist Academy enjoys the assistance of legal/legislative, and academic support.

Calvary Baptist Academy seeks to give our students the best possible education. This effort begins with an emphasis on phonics, reading and memorization skills at the kindergarten level. A clear foundation for learning will be set and built upon through the elementary grades using ABeka, Bob Jones University Press and Saxon curricula. The emphasis in the secondary level, grades 9 - 12, will be to fine tune the usage of reasoning skills learned in the lower grades in their preparation for college. A core-curriculum of Bible, English, math, history, and science will be emphasized to best prepare students for continuing education.

HOMework

We believe that homework is an integral part of the school program and each teacher is at liberty to give homework for classroom reinforcement. Each student is expected to complete homework assignments on time. Homework is given for several purposes.

1. For drill - We believe that most students require solid drilling to master material essential to their educational progress.
2. For practice - Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.

3. For remedial activity - As instruction progresses, various levels of a student's grasp of subject matter becomes evident. Homework, following instruction, is given to overcome such difficulties.
4. For special projects - Book reports, compositions, special research assignments and projects are some of the activities that are frequently the subject of homework attention.
5. **No homework** will be given on Wednesday nights in order to promote attendance to the mid-week service. (Exception: Semester Exams).

While parents may assist in seeing that the work is done and explaining work when necessary, the work must be done by the child, and he/she must take responsibility for it. If a parent has a question concerning homework, feel free to discuss it with the teacher.

GRADING

Calvary Baptist Academy believes that it is very important for parents to be continually advised of the academic progress of their children. Students in all grades will receive progress report cards every 4½ weeks.

GRADING SCALE

A+ - 98-100	C+ - 78-79	F - 59 and below
A - 92-97	C - 72-77	P - Pass
A- - 90-91	C- - 70-71	NP - Not Passing
B+ - 88-89	D+ - 68-69	
B - 82-87	D - 62-67	
B- - 80-81	D- - 60-61	

W - Withdrawal from a course. This is allowed only within the first ten days of the start of the course. Any course withdrawals made after that can be subject to a grade of "F".

I - Incomplete in a course. All incompletes issued at the end of a grading period must be made up within ten days after the grading period ends. A grade of "F" will be given if this work is not completed in the allotted time.

HONOR ROLLS

Honor Rolls will be posted after each nine-week period.

"A" Honor Roll - to be eligible for this honor roll a student must receive A's in all subjects.

"A/B" Honor Roll - to be eligible for this honor roll a student must receive at least one "A" and no less than a "B" in all other subjects.

"B" Honor Roll - to be eligible for this honor roll a student must receive B's in all subjects.

TESTS AND EXAMS

In an effort to help the student, no more than three tests will be given per day. This does not include routine quizzes.

Semester exams will be given in each secondary core subject, and most academic electives. Semester exams are cumulative and count twenty percent of the final semester grade.

9th-12th graders may exempt semester exams if they have a 92% or higher in a class. Freshman may exempt one exam, sophomores may exempt two exams, juniors may exempt three exams, and seniors may exempt four exams.

MAKE UP WORK

A student who is absent is required to make up regular assignments upon returning to school at the direction of each teacher. In **Grades 7-12**, the student who is absent from class is responsible for finding out what was covered in class and what he needs to do to make up his work. Generally speaking, one day for make-up work is allowed for each day of absence. In the **Elementary grades**, make-up work for longer periods of absence will be given special consideration and handled on an individual basis. Assignments, quizzes and tests not made up in the appropriate amount of time, will be graded as a zero.

PROMOTION AND RETENTION POLICY

Students in grades one through three who earn an F in either math or reading or a D in both as a final year average may not be promoted to the next grade.

Students in grades four through eight will not be promoted if they earn two F's or one F and two D's as final grades in their academic subjects. Any student who earns three or more D's as final grades in any academic subject probably will not do well in the next grade and may be retained.

Students in grades nine through twelve are placed in proper class levels generally according to the following credit scale:

Freshman	0 - 6 credits
Sophomore	7 - 12 credits
Junior	13 - 18 credits
Senior	19 - 24 credits

A student in grades nine through twelve who earns three or more D's as a final semester grade may be asked to drop one of those classes for second semester. The final grades for the following semester must be brought up for the student to remain at Calvary Baptist Academy.

THE COURSES OFFERED AT CBA ARE DESIGNED TO GIVE THE STUDENTS A WELL ROUNDED, BROAD-BASED EDUCATION TO PREPARE THEM FOR POST-HIGH SCHOOL EXPERIENCES AS THEY SEEK THE LORD'S WILL FOR THEIR LIVES. THEREFORE, STUDENTS MAY NOT OPT OUT OF A CLASS WITHOUT ADMINISTRATIVE APPROVAL.

GRADUATION REQUIREMENTS

<u>SUBJECT</u>	<u>CREDITS</u>
Bible	4
English	4
Math	4
History	4
Science	4
Physical Ed.	1
Health	.5

Electives Chosen From:

(Fine Arts, Computer,
Driver's Ed., Foreign Language,
Personal Finance, Speech).

2.5
24 credits

Requirements for graduation begin in the ninth grade. A minimum grade of a "D" is required to receive credit for a course. It should be noted that if a student in grades nine through twelve does not pass a course during any semester, and the loss of the credit will adversely affect his meeting the graduation requirements, it will be the student's responsibility to make up the credit. This may include enrolling in summer school or taking a home study course.

If a student fails a semester in any class, but still passes for the year, the student will only need to make up that semester for credit to be received. If a student fails a subject for the year, even if he had a passing grade in one of the two semesters, he must retake the whole subject for credit to be received.

APPEARANCE CODE

In keeping with the basic concept, policies and purpose of Calvary Baptist Academy, it is important that all students, present a good appearance. This is a part of their education and one way that Calvary Baptist Academy can have a good testimony for the Lord in our community.

All students, in house and homeschoolers, at Calvary Baptist Academy are expected to dress neatly and modestly at all school programs and functions. Dress standards at Calvary Baptist Academy are based on three Biblical principles: modesty, distinction of the sexes, and identification with the Lord and not the world.

Also, it has been learned that the way students dress has a great influence on the overall learning environment. Therefore, the following standards have been implemented, and students will be expected to comply with them.

GENERAL APPEARANCE CODE INFORMATION

1. The Administration reserves the right to determine what is acceptable or unacceptable dress.
2. Changes in appearance code regulations during the school year may be made if new styles of clothing or hair styles are introduced which are not in keeping with the spirit of CBA's dress code.
3. Regular school dress should be assumed for each school day.

4. Good grooming is expected of all students. No patches of any kind should be worn on clothing by any student.
5. Students will be counseled privately if they do not meet the dress standard. We want to assure both students and parents that a violation of the dress code will be dealt with in Christian love, with firmness and with concern for the individual involved. It is our desire that students will obey the principle of this code because of respect for authority and love for Christ.
6. Hats are not to be worn during school.

MALE STUDENTS

1. General: Tight-fitting shirts and trousers are not allowed. All trousers that have belt loops must be worn with a belt. No silk or plastic looking pants, extremely baggy pants, jogging or warm-up pants or shorts will be allowed. Pants are to be worn normally at the waistline. "Skinny pants" are not acceptable.

All shirts must be kept tucked in, have a collar, and be properly buttoned.

Calvary Baptist Academy wants its male students to maintain a consistent example of traditional, masculine values rather than be pressured into adopting current fads. Therefore, hair and dress styles must conform to traditional values rather than the ever changing styles that are prevalent today.

Boys' hair should be neatly trimmed and combed at all times. Hair must be tapered, off the ears, off the collar, and above the eyebrows. Faddish hairstyles of a bizarre or unusual nature are not allowed. Male students are not to change the color of their hair.

Male students are to be clean shaven. Facial hair is not permitted.

Necklaces, earrings or bracelets, etc. are not to be worn. Rings should be worn on normal ring fingers.

Shoes and socks are to be worn at all times.

Required PE dress is solid black, mid-knee length, athletic shorts worn with CBA t-shirt.

2. Boys - Grades K - 6th:

Beginning in the fall of 2017, boys in these grades must wear designated short sleeve or long sleeve polo shirts to school. **Blue jeans may be worn if not faded or worn out in appearance.** They should be clean and without holes or patches. All pants are to be full length. **Camouflage pants and shirts are not permissible.**

Either a maroon, navy, gray, or black polo shirt will be required for everyday dress, with jeans or other long pants.

3. Boys - Grades 7 - 12

Pants that are faded or worn-out in appearance are not permitted. On Fridays, boys may wear nice blue jeans to school. These should not be work jeans.

One maroon polo shirt will be required for special school functions like spirit days and field trips. This is in addition to other normal school attire.

Tennis shoes may be worn if they are clean and without holes. Combat boots and other unconventional footwear are not acceptable for the classroom. Camouflage pants & shirts are not permissible.

FEMALE STUDENTS

1. General: Girls are to wear skirts and blouses or dresses to school and to any school function except as noted below. These are not to be tight fitting or low cut (I Tim. 2:9,10; I Peter 3:3; Matthew 5:22,28). Sun dresses may only be worn with blouses under them. Tee-shirt looking tops are to be avoided.

(Dresses should cover the knee when standing or sitting.) **Any slits in the skirt should be viewed as modest in the general context of the dress code.**

Dresses or blouses that have cut-outs should not be worn.

Flip-flops or beach type footwear should not be worn. Small necklaces, bracelets and small earrings are permitted (**I Tim. 2:9-10**). No toe rings or ankle bracelets are permitted.

Appropriate hair styles should be worn by girls with special attention to cleanliness and neatness. Girls are not to change the color of their hair.

2. Girls – Grades K-6th

Elementary may not wear make-up, nylons or nail polish. Elementary girls should wear shorts or leggings under their skirts for modesty's sake during recess. Skirts for K-6th grade girls, are to cover the knee.

Either a maroon, navy, gray, or black polo shirt will be required for everyday dress, with a skirt.

3. Girls - Grades 7th - 12th

Tennis shoes may be worn if they are clean, neat, have no holes and are worn with socks. Unconventional footwear is not acceptable for the classroom.

Slips are to be worn with skirts and dresses made of thin fabric.

Jean skirts may be worn on Fridays. Clothes that are extremely faded or worn out in appearance are not permitted.

Nail polish is allowed if it does not draw attention and is in good taste. Dark shades, sparkling shades, and nail art should be avoided.

One maroon polo shirt will be required for special school functions like spirit days and field trips. This is in addition to other normal school attire.

Make-up may be worn by girls in 7th - 12th grade, but it should be appropriate and used in moderation.

The decision of the administration is final as to what exceeds the guidelines that are stated concerning dress, jewelry, make-up, nail polish, etc.

We expect the full cooperation of the parents in seeing that their children are dressed for the school day according to the guidelines above. If there are any questions, parents should call the Academy office. Students may be sent to the office to wait until proper clothing is brought from home, or clothing will be provided by CBA for the remainder of the school day.

**** Parents, please observe the spirit of our school dress code when you come to the church and/or school. Modesty would instruct us to not wear things too tight, too low, or too short. Knee length fashions are requested if not wearing pants/slacks.**

CONDUCT AND DISCIPLINE

Calvary Baptist Academy wishes to instill in its students the desire to imitate Christ in every area of their lives and to excel in Christ-like behavior as well as in academics. Students who place themselves under the control of Christ will have no problems with the conduct standards at Calvary Baptist Academy. These students will find the faculty and staff at Calvary Baptist Academy willing to assist them toward this goal of excellence.

STUDENT CONDUCT

The following standards exist to discourage improper conduct, to glorify Christ, and to help students reach the goals previously mentioned in this handbook.

1. Students should maintain Christian standards and attitudes of respect, morality, courtesy, honesty and kindness toward school personnel and other students at all times. For instance, in passing from one class to another, there is to be no pushing, shoving or excessive noise.
2. Food, candy and beverages will be consumed only in the lunch room, except when approved and supervised by a teacher.
3. There is to be NO GUM CHEWING at school during the school week. The goal is to keep gum chewing to a minimum on the entire church grounds at all times.
4. Boy-Girl relationships - students will not be permitted to display any physical affection at school or at any school activity.
5. Individual male & female students are to avoid being in rooms by themselves.
6. Students are not to speak out in class without permission from the teacher.
7. Continued claims of "I forgot" will not be accepted.
8. Students are dismissed from the classroom by the teacher, not the bell.
9. The kitchen is off limits to elementary age students.
10. Vulgar or improper language is not to be used.

11. Radios, CD players, pocket video games, comic books, pocketknives, water pistols, matches, firecrackers, weapons or firearms, etc., are not permitted on school grounds.
12. Sitting in automobiles will not be permitted at any time during the day or during any school activities.
13. Card decks are to be left at home.
14. Cell phones are to be kept in student lockers during the school day, set on "silent" or "off."
15. Students are not to leave the school grounds without the permission of their parent(s) and/or the school office. Students are not to leave the school building during school without permission from the office or the teacher.
16. Students are expected to show courtesy and consideration at all times to faculty members, secretaries, custodians, fellow students and visitors.
17. Disrespect for property or teachers and staff will not be tolerated. Any property damaged by a student will need to be repaired/replaced by the student and/or parents.

HUMAN SEXUALITY POLICY

As a ministry of Calvary Baptist Church (CBC), Calvary Baptist Academy (CBA) is a uniquely religious institution that endeavors to provide a quality Christian education. CBA holds that the Bible is the inspired Word of God and sets forth absolute truth by which the Christian should live. CBA expects and requires that both students and parents will support the doctrinal position and standard policies that reflect the overall mission of the Academy. Relying on God's Word, CBA holds that God has commanded that no intimate sexual activity should be engaged in outside of marriage between a man and woman. CBA holds that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex (**Genesis 2:24; Genesis 19:5, 13; Genesis 26:8-9; Leviticus 18:1-30; Romans 1:26-29; I Corinthians 5:1; 6:9; I Thessalonians 4:1-8; Hebrews 13:4**). Therefore, on those occasions in which a particular home or student is acting counter to or in opposition to the Biblical beliefs and lifestyle that CBA teaches, CBA reserves the right, in its sole discretion, to refuse admission to an applicant or to discontinue enrollment of a current student. This includes, but is not limited to, living in, condoning, or supporting any form of sexual immorality; practicing or promoting a homosexual lifestyle or alternative gender identity; or otherwise having the inability to support the moral principles of CBA as stated in this handbook.

DISCIPLINE - ELEMENTARY

The disciplinary measures stated in this handbook serve as a framework for administering discipline. Discipline will be administered fairly and "as deemed necessary" by the administration.

There are many forms of discipline which can be used in the classroom. Such disciplinary measures that are considered reasonable by the teacher or administrator will be administered to the offending student.

Conduct/Responsibility reports will be used at the discretion of the teacher when parents need to be informed of misbehavior. Conduct reports are sent home with the student and should be signed by a parent and returned the next day to the teacher. Repeated infractions may result in suspension and/or expulsion.

DISCIPLINE - SECONDARY

1. Demerit System

Demerits are issued to students because of improper behavior in one of the following areas:

- a. Lack of self-discipline such as uncompleted homework, unnecessary talking, dress code violation, attending class unprepared, etc., could result in the issuance of 1-10 demerits.
- b. Displaying a poor or negative attitude or character trait such as disrespect, rudeness, fighting, continued disobedience, etc., could result in the issuance of up to 15 demerits.
- c. Behavior that would adversely affect a student's personal testimony such as profanity, cheating, improper physical contact, lying, open rebellion, unexcused absence from class or school day, etc., could result in the issuance of up to 50 demerits.

When a student is given demerits he will be informed of the nature of the offense and the number of demerits given. If a student continues to have the same type of discipline problem, he will begin to receive an increased number of demerits for each offense.

The demerit policy for the same offenses will be as follows:

1st offense	1 demerit given
2nd offense	2 demerits given
3rd offense	3 demerits given
4th offense	4 demerits given
5th offense	5 demerits given
6th offense	6 demerits given
7th offense	7 demerits given
8th offense	8 demerits given
9th offense	9 demerits given
10th offense	10 demerits given
11th offense	11 demerits given
12th offense	AUTOMATIC EXPULSION

If a student receives a total of five demerits or less during one semester period, they will be dropped from his/her permanent file.

2. Detention

Students will be given detentions as they accumulate demerits and in accordance with the Disciplinary Action Scale.

Detentions will consist of a 30 - 60 minute period during or after school, involving written or physical work assignments. Detentions will be assigned at the administrator's discretion. A detention notice will be sent home at this time giving the student's current demerit total and the time and date of the detention. This notice must be signed and returned the following school day.

3. Suspension

Suspensions are given as a warning to the student and parents that the student is on a course to expulsion if there is not a change in behavior. Suspensions are normally given in accordance with the Disciplinary Action Scale. However, they may be given any time deemed proper by the administration. Suspensions consist of a student not being allowed to attend school or any school activity for one or more days. All missed assignments (except tests) due to suspension will receive a grade of zero, but must be completed before returning to school. Tests may be made up for credit.

4. Expulsion

Because of the grave consequences, the expulsion of a student from Calvary Baptist Academy is not a matter that is treated lightly by the administration. In the majority of situations, expulsion is considered only after much time, effort, and prayer have been expended by the school staff to help the individual student correct his behavioral problem. However, at times we must dismiss one student for the benefit of the remaining students.

Expulsion may take place when any of the following occur:

- a. A student exceeds 50 demerits in one Semester.
- b. A student's total demerit accumulation for the year exceeds 90.
- c. A student receives more than 3 suspensions in one school year.

Students expelled must sit out at least one full semester before being considered for re-entry with administrative approval.

5. Disciplinary Action Scale

<u>Demerits</u>	<u>Action Taken</u>
1-10	Warning
11	Detention
12-20	Warning
21	Suspension
22-25	Warning
26	Detention
27-30	Warning
31	Suspension
32-35	Warning
36	Detention
37-40	Warning
41	Suspension
42-45	Warning
46	Detention
over 50	Expulsion

PAYMENT OF FEES

Calvary Baptist Academy makes every effort to keep the tuition rates at the lowest level possible. In order to keep tuition at a minimum, parents must cooperate in making payment of these fees when they are due. If an unanticipated emergency prevents a payment from being made when it is due, the school office must be contacted. **The registration fee is due May 1st each year. This is a non-refundable fee. Payment for new text books are to be made within a week of receiving your final cost for textbooks. A 10% late fee will be added to late book orders.**

Tuition payments are to be made in ten monthly payments beginning August 1st. **Tuition payments are considered late after the tenth of each month.**

A late fee of \$25 will automatically be added to an account for all late tuition payments. Those late in paying their tuition will be notified. If monthly payments are thirty days in arrears, parents may be asked to withdraw their child until proper payment is made.

A fee of \$12.00 will be charged for a returned check.

GENERAL POLICIES AND INFORMATION

SECONDARY CLASS SCHEDULE

Period 1	8:10 - 9:00 a.m.
Period 2	9:05 - 9:55 a.m.
Period 3	10:00 - 10:50 a.m.
Period 4	10:55 - 11:45 a.m.
Lunch	11:45 - 12:10 p.m.
Period 5	12:15 - 1:05 p.m.
Period 6	1:10 - 2:00 p.m.
Period 7	2:05 - 2:55 p.m.

OFFICE HOURS

The Academy office will be opened from 8:00 A.M. to 4:00 P.M., Monday through Friday. Teachers will be available for conferences after school by appointment.

ATTENDANCE REQUIREMENTS

Examples of Excused Absences are:

- a) Illness or medical appointments.
- b) Death in immediate family.
- c) Inclement weather which would be dangerous to the life and health of the child as determined by the administrator.
- d) Legal quarantine.
- e) Emergency conditions as determined by the administrator.
- f) Prior permission of the administrator upon request of the parent or legal guardian.

Absences which are not excused will be considered unexcused. Excessive absences will inhibit the student's progress. If in the opinion of the administration the absences are unnecessary, the student will be considered truant.

NOTE: A WRITTEN EXCUSE SIGNED BY A PARENT OR GUARDIAN MUST BE PRESENTED TO THE SCHOOL OFFICE WHEN A STUDENT RETURNS TO SCHOOL AFTER AN ABSENCE. A PHONE CALL IS EXPECTED BY 8:30 BY THE PARENT IF A STUDENT IS REMAINING HOME WITH SICKNESS. IF THE ABSENCE IS FORESEEABLE, A NOTE SHOULD BE SENT IN ADVANCE. DOCTOR, DENTAL, MUSIC AND OTHER APPOINTMENTS ARE TO BE SCHEDULED AFTER SCHOOL HOURS IF AT ALL POSSIBLE.

TARDIES

School begins at 8:10 a.m. according to the school clock. All students are to enter through the back door of the building and wait in an orderly fashion in the lunchroom until the 8:05 bell dismisses them to their classrooms.

Each student is allowed "6" tardies per semester. On the "7th" tardy and all tardies thereafter that semester, a \$5.00 fee will be assessed. Students arriving to school after 11:30 a.m. will be considered absent. Kindergartners arriving to school after 10:00 a.m. will be considered absent.

ARRIVAL/DISMISSAL

Students are to be dropped off at the rear of the building. During inclement weather, this location will be moved to the west side portico.

Elementary students will be picked up at the west side portico in the afternoons. Secondary students will be picked up in the back.

All students are to be out of the building by 3:15 p.m. unless they are staying for a designated school activity, have obtained permission from the school office to stay later or are with their parents.

Elementary students who are going with a person other than their normal ride must bring a signed note stating the change in destination. In the case of a last minute change of plans, parents must notify the school office or dismissing teacher; otherwise, the student will be sent home by his regular means of transportation.

STUDENT DRIVERS

Driving a car to school is a privilege that will be granted as long as all guidelines are carefully followed. Students must drive *slowly* and *properly* at all times in the Calvary Baptist Academy parking lot, and on the connecting road. A student is not to go to his/her car during the school day without permission from the office or a teacher. Students are not permitted to transport other students to or from school without permission from all parents involved and/or the administration.

USE OF TELEPHONES

Church/School phones are not to be used by students without permission from a faculty or staff member. Students should come to the school office when a phone call is necessary. The phones throughout the building are for faculty/staff use. Please understand that these are business phones, and personal calls must be kept to a minimum. **Cell phones are to be kept in student lockers during the school day, set to "silent" or "off."**

PARENT - TEACHER CONFERENCES

Parents are urged to seek a conference with a teacher at any time it is deemed necessary. Teachers welcome opportunities to talk with parents; however, appointments should be made so as not to conflict with regularly scheduled duties.

Attempts to confer with a teacher should not take place without an appointment. Appointments can be scheduled after school hours.

Lengthy and involved school matters are not to be addressed at church services.

Appointments with administrative staff should not be made until a conference with the teacher is attempted first. Problems are to be discussed with teachers and others directly involved. Please do not involve other parents, students, etc., who are not part of the problem or the solution. Sowing discord creates great confusion. Calvary Baptist Academy is a ministry of Calvary Baptist Church. To sow discord in the school ministry is to sow discord in the church.

VISITING THE SCHOOL

Student visitors are permitted in classrooms with prior permission from the school office and must conform to the dress code. Former students or graduates may visit classrooms with permission from the school office. Classrooms will always be open to visitation for parents of C.B.A. students. We do ask that parents call the school office and make arrangements in advance of the visit. **Permission to visit the school must be secured a day in advance. Parents, please be sensitive to the dress code policy for students when visiting the school. Knee length fashions are requested if not wearing pants/slacks.**

MESSAGES

If a parent needs to get a message to a child before school is out, please try and call the school before 2:00 p.m. Items that need to be delivered to a student are to be brought to the school office. Do not take items to the classrooms!

LUNCH PROCEDURE

No regular hot lunch program will be available. However, microwave ovens are available for student use as long as permission is secured from a faculty or staff member. Students must bring their own lunch. Lunches needing refrigeration will be put in the C.B.A. refrigerator. All lunch boxes must be approved by the administration. Lunch boxes should not advertise themes, amusements and characters not in keeping with the

philosophy of CBA. **Elementary students should not bring soft drinks for lunch, except on Friday, and elementary students are not allowed in the kitchen during lunch. Seniors sell fast food lunches periodically on Fridays.**

BIRTHDAY PARTIES

Parents wishing to have a birthday party during the class for their child must obtain permission from the teacher at least one day in advance. The parent of the "birthday" child will be expected to provide something for each member of the class. Birthday parties should not take up an undue amount of class time.

CANCELLATION OF SCHOOL

WE WILL TYPICALLY FOLLOW THE Public County School CANCELLATIONS DURING INCLEMENT WEATHER, UNLESS CLEAR INSTRUCTIONS TO THE CONTRARY ARE COMMUNICATED TO YOU VIA SCHOOLCAST. IF THERE ARE ANY OTHER REASONS FOR SCHOOL BEING CANCELLED, PARENTS WILL BE NOTIFIED.

SNACKS

No sweet snacks/desserts are allowed for elementary break time in the morning. Items such as fruit, crackers and chips are acceptable. Please try to include only one sweet item in your child's lunch.

SICKNESS AND MEDICATION

The office will not administer medicine to students, unless the parent has been contacted. Band-aids and first aid cream will be given, if necessary. If a student must take medicine during the school day, the medicine along with the doctor or parent's directions is to be given to the office as soon as the student arrives at school. Students should not carry any medicine on them, while at school. The Academy chooses not to dispense any medicine without parental approval.

No student with a 100 degree temperature or higher will be allowed to remain in school. If a student has vomited, he or she should remain out of school for 24 hours. Please use good judgment and follow doctor's orders to prevent the spread of infectious disease at school. Students with open wounds or lesions are to act responsibly by keeping wounds covered and by not bringing themselves or others into risk of contamination. Parents will be called and must make arrangements to pick up the sick student at school immediately.

Students are expected to "dress out" for PE unless the student has a doctor's excuse or it is obvious the student will be prevented from participating by injury or physical condition.

LOST AND FOUND

Students should take care not to leave textbooks lying out on the playground, in the gym, in the halls, and in classrooms. All items will be taken to lost and found. The owner may reclaim a lost item for a monetary fee. Periodically, we will dispose of unclaimed items.

TEACHER'S LOUNGE

The teacher's lounge is to be used by teachers and seniors only. The computer in the teacher's lounge is off limits to all students.